

MICHIGAN FIRE SERVICE EXPO EXECUTIVE COMMITTEE

CONSTITUTION

ARTICLE I

NAME AND PURPOSE

Section 1. **Name** - This group of statewide fire service associations, agencies, and organizations shall be known as the “Michigan Fire Service Expo Executive Committee,” hereinafter referred to as the “Executive Committee”.

Section 2. **Purpose** - The purpose of the Executive Committee is to administer an annual "Michigan Fire Service Expo" at a reasonable cost, that will encourage personal growth by providing quality training and educational programs; introducing the latest technologies; providing networking opportunities; and encouraging professional excellence through improved communication, cooperation and coordination. The ultimate goal of the Michigan Fire Service Expo is to continuously improve service to the citizens of the state of Michigan.

ARTICLE II

MEMBERSHIP

Section 1. The membership of the Executive Committee shall be limited to statewide associations, agencies, and organizations involved with, or impacting the delivery of, fire related services.

Each member association, agency, and organization may be represented by two (2) delegates.

The following associations, agencies and organizations are charter members:

- a. International Association of Arson Investigators, Michigan Chapter
- b. Michigan Arson Prevention Committee
- c. Michigan Association of Fire Chiefs
- d. Michigan Fire Fighters Training Council
- e. Michigan Fire Inspectors Society
- f. Michigan Fire Service Instructors Association
- g. Michigan Professional Fire Fighters Union
- h. Michigan Department of Environmental Quality – Storage Tank Division
- i. Michigan Department of Natural Resources – Forest, Mineral, and Fire Management
- j. Michigan Department of Consumer and Industry Services – EMS Section
- k. Michigan Department of Consumer and Industry Services – Bureau of Safety and Regulation
- l. Michigan Department of Consumer and Industry Services – Office of Fire Safety

- m. Michigan Department of State Police – Emergency Management
- n. Michigan Department of State Police – Fire Marshal Division
- o. Michigan State Firemen’s Association

Section 3. **Requests for Membership** – Requests for membership shall be submitted in writing to the Secretary. The Secretary shall present the written request for membership to the Executive Committee at its next regular meeting, for consideration at the following meeting. Membership shall be approved by a two-thirds (2/3) vote of the member associations, agencies, or organizations present. Requests shall be submitted by the administrative head of the requesting association, agency, or organization.

Section 4. The delegate(s) of each member association, agency, and organization shall be designated, in writing, to the Secretary. A delegate must be authorized to speak for the president, executive board, or administrative head of the association, agency, or organization he/she represents.

ARTICLE III VOTING

Section 1. Only delegates of regular member associations, agencies, or organizations shall have voting privileges. Other members and resource persons may be allowed to attend, however voting is limited to delegates.

Section 2. Each member association, agency, or organization is entitled to one (1) vote, regardless of how many delegates are present, on any issue brought before the Executive Committee.

Section 3. **Proxy** - In the absence of a delegate, voting shall be permitted by proxy, provided proxy is presented to the Secretary in writing prior to calling the question. An alternate delegate must be present at the meeting to cast the proxy.

Section 4. **Action** - Other than requests for membership, passage of any action requires a simple majority of the associations, agencies, and organizations present.

ARTICLE IV MEETINGS

Section 1. Meetings shall be held as agreed upon at any regular meeting and may be cancelled by the chairman as deemed appropriate.

Section 2. Additional meetings may be called by the officers, provided that five (5) days notice or approval of two-thirds (2/3) of the member associations, agencies, or organizations is given.

Section 3. **Annual Meeting** - The annual meeting shall be the second meeting following the conference.

Section 4. **Rules of Order** - All meetings shall be conducted under Robert's Rules of Order. A quorum for the conduct of business shall be delegates of 1/3 or more of the member associations, agencies, and organizations.

Section 5. **Meeting Agenda** - The Secretary shall make certain that a meeting agenda is prepared.

ARTICLE V OFFICERS

Section 1. The officers of the Executive Committee shall be the Chairman, Vice-Chairman, Secretary, and Treasurer.

Section 2. **Term of Office** - Term of office shall be two years, August 1 through July 31.

Section 3. **Election of Officers** - Officers shall be elected each odd-numbered year at the annual meeting (second meeting following the conference) or at the first monthly meeting thereafter where a quorum is present. Election shall be by majority vote of the delegates present. Any delegate placed in nomination must consent to serve in that office.

Section 4. **Duties of Officers** -

- A. **Chairman** - The Chairman shall preside at all meetings, appoint committees, and perform other duties as required/requested in carrying out the purpose of the Executive Committee.
- B. **Vice-Chairman** - In the absence of or the inability of the Chairman, the Vice-Chairman shall perform all the duties of the Chairman.
- C. **Secretary** - The Secretary shall keep the records and minutes of the Executive Committee and shall maintain a current roll of members and delegates. It shall be the duty of the Secretary to receive and acknowledge all communications and to perform duties as assigned by the Chairman.
- D. **Treasurer** - The Treasurer shall be the custodian and depositor of the funds of the Executive Committee. He/She shall receive funds and shall disburse such funds by check as herein authorized or upon approval of the membership. All deposits shall be made in the name of the Executive Committee in an account authorized by the Executive Committee. He/She shall provide a complete summary of all income, disbursements and balances at the annual meeting and whenever

requested by the delegates. A written copy shall be made available to any member upon request.

Section 5. Vacancies in Office -

- A. **Chairman** - Should a vacancy occur in the office of Chairman, the Vice-Chairman shall immediately assume the office for the remainder of the term.
- B. **Vice-Chairman** - Should a vacancy occur in the office of Vice-Chairman, it shall be filled for the remainder of the term at the next meeting by a majority vote of the delegates present.
- C. **Secretary** - Should a vacancy occur in the office of Secretary, it shall be filled for the remainder of the term at the next meeting by a majority vote of the delegates present.
- D. **Treasurer** - Should a vacancy occur in the office of Treasurer, it shall be filled for the remainder of the term at the next meeting by a majority vote of the delegates present.
- E. **Consent** - Any delegate placed in nomination to fill an unexpired term must consent to serve in that office.

**ARTICLE VI
FINANCIAL CONTRIBUTION/BENEFIT**

Section 1. Although it is intended that the functions of the Executive Committee be self-supporting, in the event that additional revenues are needed they shall be assessed against the members. The liability shall be spread equally between all member associations, agencies, and organizations.

Section 2. The Executive Committee shall assure that adequate funds are maintained in an account to meet the on-going needs of conference planning.

Section 3. In the event that it is determined by the Executive Committee that surplus funds exist, and that a distribution can be made, the funds will be distributed equally between the non-state agencies only.

**ARTICLE VII
COMMITTEES**

The Chairman shall appoint such committees as he/she shall deem appropriate. All committees shall report to the Executive Committee. A member of the Executive Committee shall be assigned to participate on each committee. This will help to facilitate

communication between committees and the Executive Committee. It is not necessary that the Executive Committee representative chair the committee.

ARTICLE VIII DISSOLUTION AND DISTRIBUTION

Section 1. **Dissolution** - No part of the net earnings of the Executive Committee shall inure to the benefit of, or be distributable to members, officers, delegates, or other private persons, except that the Executive Committee shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article I hereof.

Section. **Distribution** - Upon the dissolution of the Executive Committee, the officers shall, after paying or making provision for the payment of all liabilities of the Executive Committee, distribute all funds in the treasury pro-rata between the non-state agencies only, based on the number of active members reported by each agency on January 1 of the year in which the funds are available.

ARTICLE IX AMENDMENTS

Section 1. **Process** - The process of amending the Constitution shall be as follows:

- A. Any member association, agency, or organization, through their delegate, may propose an amendment to the Constitution.
- B. When an amendment is proposed, the Chairman shall appoint a committee of five (5) delegates to review the proposal.
- C. The committee shall submit the proposed amendment(s) in writing to the Secretary for distribution to the delegates.
- D. The delegates shall submit the proposed amendment(s) in writing to their represented associations, organizations, and agencies for review.
- E. Within ninety (90) days, the Executive Committee shall vote on the proposed amendment(s).

Section 2. **Requirements** - Two-thirds (2/3) vote of the member associations, agencies, and organizations present is required to amend the Constitution.

ARTICLE X
EFFECTIVE DATE OF AMENDMENTS

Section 1. Amendments to the Constitution shall become effective on the first of the month following the vote.

ARTICLE XI
ADOPTION

Original Constitution adopted this 18th day of July, 2001.

AMENDMENTS

This section is not a part of the Constitution, but is provided here for historical purposes.